

**ACCOUNTING  
TECHNICIAN  
NF-0525-02**

**QUALITY OF LIFE  
BUSINESS OFFICE**

ACCOUNTING TECHNICIAN  
NF-0525-02

**INTRODUCTION**

This position located in the Business Office of the Quality of Life Department, Naval Air Station, Lemoore, California. The purpose of this position is to prepare and process a variety of accounting documents, act as a collection agent for receivable accounts and to serve on a temporary basis for periods of leave in various positions within the Division which requires versatility, tact/diplomacy and attention to detail.

**MAJOR DUTIES**

The incumbent is responsible for processing a variety of accounting transactions. Assures documents contain accurate and correct information and that the proper fund account is used. Typical assignments include but are not limited to:

a. Receives bookkeeping copies of purchase orders, party contracts, etc. Audits for correct account code and propriety of items purchased or services rendered, resolving discrepancies on own initiative. Files bookkeeping copies in suspense file. Receives copies of receiving purchase orders and invoices, matches with bookkeeping copy of purchase order, audits for agreement with price, quantity amount, department and appropriate signature of receiving clerk. List each purchase order and invoice on disbursement voucher. Types check for payment. Assures that all accounts are paid. Enters required data into the computer.

b. Receives Daily Activity Record Summaries and bank deposits for designated activity. Audits and verifies each supporting document for propriety of account debits and credits and amount of deposit. Resolves discrepancies and makes necessary corrections by means of a general journal entry. Enters the required data into the computer.

c. Required to train in performance of various tasks to serve a temporary basis when needed to fill in for other positions within the Division for vacation periods and to assist with special projects as needs arise.

d. Responsible for and maintains accounting files, including remittance checks, vendor records, and other such records and accounting documents.

e. Verifies month ending inventory and annual property inventory, assisting supervisor, and auditors in reconciling overages and shortages.

f. Reconciles and balances monthly bank statements of local depository account, and charge accounts. Monitors and reconciles returned check account, prepaid supplies, and accounts receivables. Reconciles and balances all balance sheet accounts from general ledger to subsidiary ledger. Prepare monthly aging schedules. Drafts letters and other collection documents for various receivable accounts, including forms required for automatic pay deductions when necessary. Prepares monthly status reports and vigorously pursues overdue accounts. Assists in clearing overdue payables accounts reconciling vendor statements and initiating correspondence to vendors when required.

g. Works independently, makes decisions and necessary corrections, bringing unusual items to the attention of the supervisor.

h. Serves as a Receiving Agent for the Operating Target (OPTAR) Account as well as for NAFI purchases made by the Division. Verifies incoming goods to ensure goods received are approved in advance and quantities/quality meet specifications of the order. Receiving duties shall be performed in accordance with the NAVSO-P3520.

i. The incumbent can perform the full range of payroll duties necessary to exercise and process pay actions and pay changes for approximately 157 NAF employees

of the QOL Department. This includes collecting payroll data. (This collection may consist of such documents as Personnel Action Reports (PAR'S), W-4 Forms, Work Schedules, and/or change sheets, time cards and leave slips.

j. Reviews and verifies payroll data. Data is checked for accuracy, authenticity and authorization. For example, the incumbent must verify time cards against work schedules and resolve any discrepancies with the appropriate manager/supervisor.

k. The incumbent transmits payroll data directly to a computer if on Managistics or process payroll data in accordance with local instruction.

l. The incumbent processes employee separations to include annual leave payoff and benefit adjustments if applicable.

M. The incumbent compiles quarterly documentation in anticipation of quarterly tax report and the balancing and reconciliation of these quarterly tax reports with year-end results.

n. The incumbent informs all employees and their managers prior to the end of the year if anyone is in excess of 240 hours of annual leave on the books.

o. The incumbent researches and prepares statistical reports concerning wages. This information includes furnishing figures for the annual budget.

p. Fills in form letters and composes routine correspondence involving application of more commonly used payroll related rules, regulations and instructions.

q- Incumbent prepares 1099 forms at the end of every calendar year. Also makes sure the W2's balance with the year-end tax reports.

r. Performs other duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

Incumbent must be a High School Graduate with a minimum of one year bookkeeping experience. Incumbent must have a general knowledge of standard prescribed procedures used to classify, verify, reconcile, and report accounting data in a segment of an accounting system. Transactions are of a recurring nature and are standardized in format. Also knowledge of accounts, codes, forms and terminology used to define transactions in order to maintain ledgers, prepare necessary documentation, and reconcile accounts with balance sheets.

Incumbent must have a working knowledge of payroll, tax procedures, employee classifications, and the ability to work with figures and the ability to perform the duties without close supervision.

Incumbent must have a working knowledge of operating a calculator and electric typewriter. Computer experience and the use of Microsoft Word program preferred. Must have the ability to independently organize work to obtain the best use of time in order to meet deadlines. Must be able to communicate effectively orally and in writing with proper use of the English and grammar to properly represent the QOL (MWR) Department in billing and receivable matters.

### **SUPERVISORY CONTROLS**

Directly responsible to the Lead Supervisory Accounting Technician, who evaluates performance, grants leave and initiates disciplinary actions. Incumbent is expected to perform with minimum supervision and complete work based on knowledge of accounting and payroll procedures.

#### **GUIDELINES**

Must have a thorough knowledge of such instruction as NAVSO-P3520 (Nonappropriated Fund Accounting Procedures) and SECNAV-5300.22A Payroll and Personnel Procedures. And must have a working knowledge of other policy instructions. Must use judgement in interpreting and applying these regulations, and if in doubt seek advice from your supervisor.

#### **COMPLEXITY**

Work involves double entry bookkeeping and maintaining a complete set of books for each individual NAFL. Employee works with RAMCAS accounting system and MANAGISTICS payroll system.

#### **SCOPE AND EFFECT**

The purpose of the work is to provide technical advice and service to managers regarding accounting, payroll and financial records. These records aid in budgeting and locating effective income producing areas and detection of overly high expense areas. Aids in pinpointing errors made that could affect the financial solvency of operations.

#### **PERSONAL CONTACTS**

Personal contacts are with activity managers and employees of QOL (MWR) Department as well as the serviced NAFL'S. Contacts are also with various customers of the Department. Contacts are with various audit representatives.

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#### **PURPOSE OF CONTACTS**

Purpose of contact is to obtain, clarify or give facts or information concerning accounting and/or payroll data.

#### **WORK ENVIRONMENT**

Duties are performed in an office setting with adequate cooling, heating and lighting.

Work is primarily sedentary.